

2011 MITCHELL PARK DOMES RENTAL PERMIT APPLICATION

DOMES SETTINGS:

For a memorable event in a picturesque setting, treat your guests to an evening among the waterfalls, flowerbeds and cacti of the Mitchell Park Horticultural Conservatory (the "Domes"). Enjoy the new light show of soft accented lights throughout the facility. Seated events may accommodate up to 325 guests, Cocktail events up to 500 guests.

Rental permit includes access to each of the three (3) domes and the lobby area:

- Floral Show Dome (themes of shows are subject to change).
Each show has a specific theme, generally categorized as historical, cultural or fantasy, and chosen at least a year in advance. We select plants specifically for a particular floral exhibit and grow them at our Horticulture Division's Greenhouse Center. It takes many talents to make these themes realities.
- Desert Dome (light-filled landscape with the sculptural forms of succulents).
The Desert Dome's fine collection of succulents and water conserving trees, shrubs and bulbs are grouped by geographic regions. Your tour will take you from Madagascar, to southern and eastern Africa, South America, and finally North America. Each area is characterized by unique plant species able to survive drought and intense hot sun.
- Tropical Dome (lush environment, complete with waterfall).
In our microcosm of the rainforest, you'll encounter over 1,200 species of tropical plants as well as some tropical birds. Rainforest products you'll see include plants such as philodendrons, orchids, and calatheas. Other flowering plants that provide vibrant color to the tropical exhibit include amaryllis, hibiscus, crinum and heliconia.

RENTAL PERMIT TIMES AND FEES (subject to change):

1. Weekday rentals (Mon.-Fri.) are based on six (6) hour time periods, 6:00 p.m. – 12:00 a.m.
Weekend rentals (Sat.-Sun.) are based on seven (7) hour time periods, 5:00 p.m. – 12:00 a.m.
2. (a) Below please find the 2011 rental rates, 5.6% sales tax may apply. If you require chair set-up for your ceremony, an additional \$350.00 fee shall apply.
 - (i) Rental fee includes private use of all three (3) conservatories, permits for photography privileges during rental permit times **ONLY**, staffing and cleanup.
 - (ii) Rental party is responsible for all property damage or excessive cleanup charges.

Dates	Mon - Thurs	Fri and Sun	Saturday
Jan 1 - Mar 31	\$ 800.00	\$ 1,250.00	\$ 1,450.00
Apr 1 - Oct 31	\$ 1,100.00	\$ 1,650.00	\$ 1,999.00
Nov 1 - 30	\$ 800.00	\$ 1,250.00	\$ 1,450.00
Dec 1 - 31	\$ 1,350.00	\$ 1,950.00	\$ 2,450.00

- (b) Light Show Option: An additional \$300.00 affords the permit holder a three (3) minute dynamic LED light and music show in the Floral Show Dome staged during the event.

RENTAL ACCOMMODATIONS:

1. Rentals include each of the following:
 - Air-conditioned lobby and smoke-free environment.
 - Guest access to all three (3) conservatories.
 - Two hundred fifty (250) white wooden folding chairs, to be used on level surfaces only.
 - One hundred fifty (150) brown metal folding chairs.
 - Six (6) thirty-six inch (36 in.) round café tables.
 - Twelve (12) eight foot (8 ft.) rectangular table.
 - Forty (40) sixty inch (60 in.) round tables, seating capacity of 320.
 - Four (4) thirty-six inch (36 in.) cabaret tables.
2. Additional Rental Accommodations: Any other equipment must be approved in writing, and arrangements can be made with Zilli Hospitality Group.
3. Bar & Catering Services: Zilli Hospitality Group is contracted by Milwaukee County to be the exclusive caterer at the Domes, this includes both food and beverage. For more information please call, (262) 547-9447.
4. Daytime Public Wedding Ceremony: The Domes provides a beautiful venue for your wedding ceremony. Ceremonies can be held anywhere in the facility, including the popular Show Dome, during regular business hours only. Interested parties must obtain a Wedding Permit, the fee for which is \$375.00 for a two (2) hour ceremony. For more information please call the Domes directly, (414) 649-9830.
5. Parking: Free parking available in adjacent lots. While the County does patrol the Domes grounds, including the parking lot, Milwaukee County is not responsible for theft or damage to vehicles or contents.
 - a. Permit Holder may coordinate and pay for security, traffic control, and public safety through either the Milwaukee County Sheriffs Department or a third-party security agency. A minimum of five (5) days before the start of the Event, the permit holder shall provide the County with the contact names and phone numbers of any agency it hires. All third-party agencies shall be UNARMED and approved by the County.

CANCELLATION POLICY:

To obtain a 100% refund, a written notification of cancellation must be received no later than 180 days prior to the scheduled event. To obtain a 50% refund, a written notification of cancellation must be received no later than 90 days prior to the scheduled event. After that, there are NO refunds. Additionally, to receive any refund the original permit must accompany the written notification. **All cancellation will be charged a \$200.00 administrative fee.**

Please make arrangement to meet with Zilli Hospitality Group Staff no later than four (4) weeks prior to your scheduled event to work out a floor plan.

RULES, REGULATIONS AND CONSIDERATIONS:

- The County does not allow money to be collected at the door for any rental, nor does it allow its indoor facilities to be rented for functions open to the "public at large".
- Please advise your driver and guests to park in the parking lot, not the circle drive in front of the facility.
- The Domes are not air-conditioned in the growing areas and can get very warm in the summer.
- No items are to be placed on the walls or hung from the ceiling of the Domes. Helium balloons are only allowed in the lobby and not the Domes; however regular air balloons are acceptable. All displays in the Show Dome cannot be changed or removed. This includes all props, decorations and structures. The flowers inside the Show Dome are changed according to what is currently in bloom; therefore, we cannot guarantee what flowers or colors will be in the Dome the night of your event. The use of glitter, confetti, sequins, sequins-confetti or tinsel is prohibited. Only enclosed candles are allowed. No extension cords or ladders will be provided. Any decoration, set-up or display must be fully removed after your event. It is the responsibility of the permit holder to provide security or coat-check personnel, if desired. **Permit Holder is responsible for all property damage and excessive cleanup charges.**
- The County and Zilli Hospitality Group (ZHG) will not assume responsibility for the damage or loss of any merchandise; articles or personal affects left on the premises prior to, during or following the function.
- All equipment or materials shipped to the Domes prior to the function are not the responsibility of the County regarding loss or theft. The County will not be responsible for quantity, quality or value of any deliveries. Items shipped must include a label with the name and date of the event. Vendors may arrive no earlier than one (1) hour prior to the event start time, this includes DJ(s), Band(s), Photographer, Florist, Baker, etc..

- The County will not accept responsibility for special cakes, decoration and flowers brought to the Domes. A commercial baker must bake all cakes brought into the facility. All baked cakes must be delivered during the catering set-up or no earlier than one (1) hour before the event and the name permit holder or party planner must appear on the box.
- **Guest arrival is at 5:00 p.m. on weekend rentals (Sat.-Sun.) and 6:00 p.m. on weekday rentals (Mon.-Fri.). For wedding receptions this includes members of the bridal party and families.**
- The Domes reserves the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises. The Domes also has the right to remove all food and liquor not purchased through ZHG.
- All functions must be concluded by 12:00 a.m.
- ZHG holds an exclusive food and beverage/bar service contract at the Domes. Contact ZHG at (262) 547-9447 for menu and pricing information.
 - Food and beverage minimums are: for non-peak times (January through April and November and December), \$1500.00. For peak times (May through October), \$3500.00. **(Please note that these minimums do not include sales tax or service charge).**
- You may use the Band and/or DJ of your choice, not to arrive more than one (1) hour before the event. There are, at most, three 20-amp circuits available for use. Do not overload these circuits. Although sufficient for most setups, it is the responsibility of the rental party to notify the Band and/or DJ service of this limitation. Entertainment must be set up prior to dinner. **Fogging and bubble machines are prohibited.**
- There are lights in all three (3) Domes. Please keep in mind that these lights are not as bright as sunlight, so the lighting in the Domes will be different at night from during the day. We encourage the rental party and their photographer to schedule an appointment with a rental coordinator to view the potential lighting at night. The lights in the lobby can be dimmed. If the rental party would like to take pictures in the Domes during the regular public hours, an additional Photography Permit is necessary.
- You must contact ZHG a minimum of four (4) weeks before your event date to do a floor plan and clarify all set-up requests. Please call (262) 547-9447 to set up an appointment or to request a pre-designed floor plan. The night of your event, the set-up will be done as close to the layout as possible. It is the rental party's responsibility to ensure the layout is what they want prior to the event. Communicating the layout decisions to ZHG and all others involved is the responsibility of the permit holder.
- A one (1) hour rehearsal during normal business hours is included in the rental. This is done the day before the event. Please note that the Domes are still open to the public during this time. If this conflicts with your schedule, another time may be reserved, if available. A list of guests that will be attending the rehearsal is required at least one (1) day prior to the rehearsal. The number of guests attending the rehearsal is limited to 35. To set up an appointment for a rehearsal, please contact the Domes directly to ensure availability during your desired time-slot.
- The permit holder is responsible for the conduct of all persons in attendance and for any damages incurred upon the Domes or its guests by individuals associated with or representing the party.
- The permit holder agrees that it will at all times during the existence of this permit indemnify and hold harmless Milwaukee County against any and all liability, costs or expenses (including attorney's fees) which Milwaukee County may sustain by reason of the acts or omissions of the permit holder, its guests or invitees.
- Payments may be made in cash, check (payable: **Milwaukee County Treasurer**), Visa, Master Card or Discover; please submit payment to the Zilli Hospitality Group, 613 N. Grandview Blvd., Waukesha, WI 53188.
- **PAYMENT, REFUND POLICY, AND CANCELLATIONS**
 - The payment is due in full in order to book the facility.
 - Please inquire with ZHG regarding its refund and cancellation policy.
 - Returned (NSF) checks will be subject to a \$30.00 processing fee and may result in the cancellation of the contract.

SIGNATURE:

The permit holder named below will be responsible for the conduct of the group and for the condition of the reserved area. I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

Name of Applicant

Signature of Applicant

Date



Milwaukee County Department of Parks, Recreation & Culture



2011 MITCHELL PARK DOMES RENTAL PERMIT APPLICATION

APPLICANT INFORMATION:

Name of Applicant, same as signatory on Page 10		Organization/Production Company (if applicable)
Street Address		Apartment/Unit/Suite
City	State	Zip code
E-mail Address		Day time phone #
Pager/Cell phone #	Evening phone #	Fax number
Event Day On-Site Contact (if different from applicant)		Cell phone #

EVENT INFORMATION:

Type of Event		Estimated Attendance	
Requested Event Date(s)			
<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	
Set-up Date(s)	Time	Breakdown Date(s)	Time
<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	
Actual starting date and time of Event		Actual ending date and time of Event	

PAYMENT: Checks should be made payable to **Milwaukee County Treasurer**, and mailed or delivered to Zilli Hospitality Group, 613 N. Grandview Blvd., Waukesha, WI 53188.

PLEASE NOTE:

1. The Zilli Hospitality Group is the exclusive food and beverage service provider at the Domes. Information on menu selection, price, room set-up and all other facility requests can be obtained by calling the Zilli Hospitality Group at (262) 547-9447 no later than four (4) weeks prior to the rental date.
2. Weekend rentals run from 5:00 p.m. - 12:00 a.m., Weekday rentals run from 6:00 p.m. - 12:00 a.m.
3. The permit holder will be billed for damaged park property and excessive cleanup costs.
4. See attached reference sheet for our refund policy on cancellations.
5. **By signing this application the applicant acknowledges and understands the terms of this application and that he/she has complete knowledge and agrees to the following guidelines:**
 - a. Agrees to abide by the Zilli Hospitality Group's Procedures and Guidelines (see attached sheet).
 - b. Agrees to observe the Domes rental etiquette guidelines (see attached sheet).

I HAVE READ AND FULLY UNDERSTAND THE ABOVE APPLICATION:

SIGNATURE:

The permit holder named above will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all municipal codes and Milwaukee County Ordinances (S. 47.04, 47.16, 47.28, 63.01, 63.02) in addition to all rules and regulations governing parks and parkways. The applicant agrees that, while using the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin or handicap.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

Name of Applicant

Signature of Applicant

Date

FOR OFFICE USE ONLY

- ☐ Date Application Received
- ☐ Date of Event
- ☐ Location of Event
- ☐ Copy to Zilli Hospitality Group

- ☐ Taxable or ☐ Non-Taxable
- If Non-Taxable, Group Name or CES#
- Total Payment Due
- Deposit Due

Zilli Hospitality Group Procedures and Guidelines

1. At the time of reserving a party, twenty five percent (25%) of the total estimated cost is required. Six (6) months before the event, 50% is due, at three (3) months before event, 75% is due and the final payment is due ten (10) days before the event. Deposits are non-refundable and non-transferable. Deposits will be credited to event charges. The balance is due in full in the form of a money order, cashier check or company check.
2. **DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE UNLESS AUTHORIZED BY ZILLI HOSPITALITY GROUP.** It is for a specific date, specific event and a specific size.
3. If cancelled one year in advance, no additional amount is due.
4. If cancelled six months in advance 50% of estimated total is due and if less than three months 100% of estimated total is due.
5. Catering outline is due sixty (60) days prior to event. Contract will be typed and typically submitted thirty (30) days before the event. **Final count** is due fourteen (**14**) days before the event.
6. If more than sixty (60) days out, price is guaranteed not to increase more than 5% to 7%.
7. In order to meet economic food and rental conditions, the price is guaranteed for sixty (60) days before the event.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE APPLICATION:

Signature Of Customer: _____

Date: _____

(Mail an original copy of this and the Food & Beverage agreement back to Zilli Hospitality Group as soon as possible)

Zilli Hospitality Group
C/o Heather Heinz
613 North Grandview Blvd
Waukesha, WI 53188
Voice: (262) 547-9447 / Fax: (262) 547-9418
heatherh@zillihospitalitygroup.com

Mitchell Park Horticultural Conservatory, “The Domes”, Provides a Beautiful and Unique Rental Space Opportunity

We are glad that you have chosen this celebrated Milwaukee landmark for your special social occasion.

The beauty, natural features and amenities, which attracted you to the Domes, however, are living resources and hence vulnerable to damage if improperly utilized. Its plant and animal collections have been specially chosen and maintained to provide visitors and students with botanical, ecological and horticultural educational opportunities. Its aesthetic beauty inspires even the casual visitor.

We require, therefore, that you will agree to observe the following Domes Etiquette:

1. Be curious “explorers” but do not leave the paths; any grass is only temporary sod and any rockwork is artificial.
2. Enjoy the diversity and songs of our birds but do nothing to interfere with their behavior. Similarly, the aquatic exhibits and the other animal life are not “toys”. Be delighted by them, but let them be.
3. Do not leave food or beverages in the exhibits. Please use the waste receptacles provided.
4. The Conservatory is a wonderful place for families to learn together. It is not, however, a suitable safe playground for children to run through unattended.
5. Please allow staff to set up for your event in the order they are trained to do so without interruption. Interruptions slow down the set up process.
6. **Guests for special events will not be allowed admittance into the building before their allotted time. For wedding receptions, this includes members of the bridal party and families (5:00 pm on weekends (Sat.-Sun.) and 6:00 pm on weekdays (Mon.-Fri.).**
7. To protect private and valuable materials, the Conservatory does not allow the offices/storage areas to be used at any time during the event for clients/guests.

The permit holder will be considered responsible for the conduct of the group and for the condition of the rental areas and living collections. The permit holder will be billed for excessive cleanup costs, thefts, and damage to any park property or equipment.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE RENTAL ETIQUETTE POLICIES, UNDERSTAND THEM AND ACCEPT THESE TERMS:

Signature Of Customer: _____

Date: _____